

City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, N.M. 87504-0909

www.santafenm.gov

David Coss, *Mayor*

Councilors:

Rebecca Wurzbarger, Mayor Pro Tem, Dist. 2

Patti J. Bushee, Dist. 1

Chris Calvert, Dist. 1

Peter N. Ives, Dist. 2

Carmichael A. Dominguez, Dist. 3

Christopher M. Rivera, Dist. 3

Bill Dimas, Dist. 4

Ronald S. Trujillo, Dist. 4

Dear Applicant:

As Police Chief of the Santa Fe City Police Department, I want to personally thank you for considering our department for possible employment.

This packet contains information to assist you in the preparation of the testing process. Please carefully read the *minimum qualifications* in the announcement to assure you meet the criteria and submit the required documents with the application to eliminate any delay. The application is to be mailed to Human Resources at the address located on the top of the employment application. Once Human Resources screens and approves the application, they will send you a letter inviting you to the next schedule test. In the event you cannot test at that time, you must re-submit a new application if you wish to re-test.

You may also want to explore the City's web site at <http://www.santafenm.gov> for additional information on the City and its policies.

The initial phase of testing consists of the written examination, physical agility, and interview (a one day process). **I encourage you to give 100% when you test.** If you should fail any portion of the first day's testing, any passing scores you received up to the point where you failed will be kept on record for 90 days. If you return to make up any failed exam within that 90 day period, you do not have to retest on anything you previously passed. I invite you to return and pass all of our tests so that you may proceed with the application process.

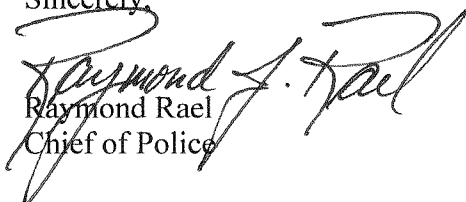
If you have any questions, please contact one of my recruiting staff. They will give you any assistance you need.

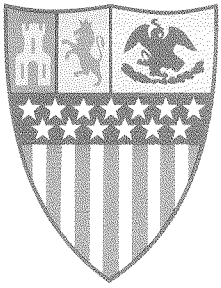
Police Department Recruiting: Lt. Marvin Paulk
(505) 231-2489

H.R. Janelle Martinez
(505) 955-6596

Officer Paul Ytuarte
(505) 231-3260

Sincerely,


Raymond Rael
Chief of Police



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Dear Police Department Applicant:

Thank you for your interest in employment with the City of Santa Fe Police Department. You are hereby invited to test if you are age 20 and six months or older. Police Cadets must be 21 years of age at the completion of the Police Academy. The entry-level salary for Police Cadet is currently \$19.11 per hour. Current NMLEA certified candidates may be brought in as a Police Officer I-III level at \$19.11-\$22.33 per hour.

We anticipate conducting test every FIRST FRIDAY of every month, along with some elected SATURDAYS (inquire for these dates) until vacancies are filled. Please note that there are non phases to the selection process.

The following is an explanation of the testing process:

The following three phases listed below (1-3) will be administered on the scheduled test date. Listing phases not specific to actual order. Order of testing may vary. **In State-Laterals take only the placement exams. Out of State-Laterals and Cadets have to go through the following phases:**

1. Physical agility test- based on the New Mexico Law Enforcement Academy Standards and will consist of a 1.5 mile run, push-ups, sit-ups, 300 meter run, and flexibility test. **Agility sheet attached will help prepare for the test. Please bring clothing suitable for exercise, bring running shoes and water.**
2. Written test- a two and one-half hour multiple choice test.
3. Interview/rating of candidates with the interview committee; Conditional letter of hire is made at this stage of the process, but is contingent upon successful completion of remaining tests. **Please dress appropriately.** For those who successfully pass the above three phases, the remainder of the phases listed below will be conducted at a later date.
4. Complete background investigation;
5. Polygraph examination;
6. Psychological evaluation assessment;
7. City-paid physical examination with licensed physical;
8. Drug screening test
9. Interview with Police Chief's interview and selection board.

Your scheduled test date is: **DATE: TBD**

TIME: Sign in between 8:00am-8:30am. Please Be Prompt

PLACE: Santa Fe Police Department, 2515 Camino Entrada, Santa Fe, New Mexico

Mandatory items to bring to testing or you will not be allowed to test: Current driver's license, copy of education and peace officer certification (if applicable). Late arrivals will not be allowed to test.

Should you **not** pass any phase of the testing, you will be disqualified and notified in writing immediately. Should you elect to retest for the position, you may do so at the next scheduled testing date.

If you have any questions about the selection process or the job requirements, please contact me at (505) 955-6602 or SFPD or Recruiting Officer Paul Ytuarte (505) 231-3260. Good Luck!

Sincerely,

Janelle Martinez, Human Resources Supervisor

SANTA FE POLICE DEPARTMENT SELECTION PROCESS

WRITTEN EXAMINATION

EACH APPLICANT MUST OBTAIN A MINIMUM PASSING SCORE OF 65% OR HIGHER. IN ORDER TO BE ELIGIBLE FOR FURTHER CONSIDERATION AND TESTING

PHYSICAL FITNESS TEST

EACH APPLICANT WHO PASSES THE WRITTEN TEST WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A PHYSICAL FITNESS AGILITY TEST, WHICH IS GRADED AS PASS/FAIL

ORAL INTERVIEW

APPLICANTS WHO SUCCESSFULLY COMPLETE THE WRITTEN EXAMINATION AND WHO HAVE PASSED ALL PHASES OF THE PHYSICAL AGILITY/FITNESS TEST WILL BE REQUIRED TO COMPLETE AN ORAL INTERVIEW. THE ORAL INTERVIEW WILL BE CONDUCTED BY MEMBERS OF THE CHIEF'S ADMINISTRATIVE STAFF, MEMBERS OF THE SANTA FE POLICE DEPARTMENT, AND THE DEPARTMENT'S RECRUITING COMMITTEE.

BACKGROUND INVESTIGATION

EACH APPLICANT WILL BE SUBJECT TO AN EXTENSIVE BACKGROUND INVESTIGATION BY THE DEPARTMENT'S BACKGROUND INVESTIGATOR.

POLYGRAPH

EACH APPLICANT MUST UNDERGO A POLYGRAPH EXAMINATION IN ORDER TO ADEQUATELY VERIFY INFORMATION PROVIDED BY THE APPLICANT.

DRUG SCREEN

EACH APPLICANT WILL BE REQUIRED TO SUBMIT TO A DRUG SCREENING ANALYSIS

MEDICAL EVALUATION

EACH APPLICANT MUST UNDERGO A COMPLETE MEDICAL EVALUATION

PSYCHOLOGICAL EVALUATION

EACH APPLICANT MUST UNDERGO A PSYCHOLOGICAL EXAMINATION

SANTA FE POLICE DEPARTMENT

Police Cadet/Lateral Training

Cadet

- THREE TO FOUR WEEKS PRELIMINARY TRAINING WITH THE SANTA FE POLICE DEPARTMENT PRIOR TO BASIC ACADEMY
- MANDATORY ATTENDANCE AT A 20 WEEK STATE CERTIFIED BASIC POLICE ACADEMY
- ASSIGNMENT TO A FIELD TRAINING OFFICER IN THE SANTA FE POLICE DEPARTMENT'S FTO PROGRAMS FOR 14 WEEKS

Police Certified Cadet

- THREE TO FOUR WEEKS PRELIMINARY TRAINING WITH THE SANTA FE POLICE DEPARTMENT
- ASSIGNMENT TO A FIELD TRAINING OFFICER IN THE SANTA FE POLICE DEPARTMENT'S FTO PROGRAM FOR A PERIOD OF 14 WEEKS

In-State Lateral

- THREE TO FOUR WEEKS PRELIMINARY TRAINING WITH THE SANTA FE POLICE DEPARTMENT
- ASSIGNMENT TO A FIELD TRAINING OFFICER IN THE SANTA FE POLICE DEPARTMENT'S FTO PROGRAM FOR A PERIOD OF 4 WEEKS, OR LONGER.

(measured on an individual basis)

Out-Of-State Lateral

- THREE TO FOUR WEEKS PRELIMINARY TRAINING WITH THE SANTA FE POLICE DEPARTMENT PRIOR TO THE CERTIFICATION BY WAIVER COURSE
- MANDATORY ATTENDANCE AT A STATE CERTIFIED THREE WEEK CERTIFICATION BY WAIVER COURSE
- ASSIGNMENT TO A FIELD TRAINING OFFICER IN THE SANTA FE POLICE DEPARTMENT'S FTO PROGRAM FOR 14 WEEKS.

Santa Fe Police Recruiting

Excellent Benefits for Santa Fe Police Department

PERA RETIREMENT PLAN

70% after 20 years
80% after 22 years, 10 months

EDUCATIONAL INCENTIVE

Associates Degree- \$50.00 per month
Bachelor's Degree- \$100.00 per month
Master's Degree- \$150.00 per month

SPECIALTY PAY

SWAT and EOD- \$100.00 per month
FTO- \$125.00 per month

CASH ALLOWANCE

\$150.00 per year

VEHICLE TAKE HOME POLICY

15 mile radius from Santa Fe City Limits

SHIFT DIFFERENTIAL PAY

5% on Swing Shift
10% on Mid and Graveyard Shift

ALL DUTY GEAR PROVIDED

4 sets of Uniforms
New Ballistic Vest
All gear for the Police Academy

CLOTHING ALLOWANCE

\$500.00 per year

HEALTH/DENTAL INSURANCE

Health- 23.5% employee share
Dental- 35% employee share

BILINGUEL PAY

Conversational- \$100.00 per month
Reading/writing/speaking- \$140 per month

APPLY TODAY TO:

City of Santa Fe Police Department
2515 Camino Entrada
Santa Fe, NM 87507

Recruiting Officer Paul Ytuarte- (505) 955-5166 or (505) 231-3260

paytuarte@santafenm.gov

****Subject to change with union contract****

ASSIGNMENT & CAREER OPPORTUNITIES

PATROL OFFICER

CRIMINAL INVESTIGATOR
(CRIMES AGAINST PERSONS, CRIMES AGAINST PROPERTY, CRIMES
AGAINST CHILDREN, FORENSIC COMPUTER)

K-9 OFFICER

CRIME PREVENTION OFFICER

INTERNAL AFFAIRS

TRAINING OFFICER

NARACOTICS AGENT

DUI OFFICER

BICYCLE OFFICER (FULL TIME & PART TIME)

TRAFFIC ENFORCEMENT/CRASH INVESTIGATION OFFICER

CRASH FATAL TEAM

FIELD TRAINING OFFICER

SPECIAL WEAPONS AND TACTICS (S.W.A.T.)

EXPLOSIVE ORDINANCE DISPOSAL OFFICER

HONOR GUARD

RECRUITING OFFICER

SPECIALIZED TRAINING INSTRUCTIONS

ALL TERRAN VEHICLE OPERATORS

MOTORCYCLE OPERATIONS

CIVILIAN POSITIONS ALSO AVAILABLE